



## **IRC Residential Pool/Inground Spa Permit Submittal Requirements**

ALL pools, except those that are above ground and have a maximum water depth of less than 24 inches, require a permit. Pools are covered by the 2021 International Swimming Pool and Spa Code, 2023 NEC, and the City's code amendments.

The City of Westminster does not issue separate permits for electrical, gas line, mechanical, or fencing/barrier work associated with a pool install. The City of Westminster issues one permit for all the work.

Complete the permit application on [eTRAKiT](#) with all appropriate information. Provide a site plan, pool shell information, and pool equipment cut sheets. Provide engineering documents for in-ground pools.

Provide an owner-signed, notarized City pool contract form (see below).

Provide a site plan. The site plan must address the following requirements:

- The site plan must be drawn to scale and the scale indicated.
- Indicate the location of the pool on the lot. Include the distance from the pool to property lines.
- Indicate the location and provide description of the barrier/fence required by 2021 ISPSC section 305. Provide a dimensioned elevational view of the barrier to demonstrate code compliance. If a powered safety cover, complying with ASTM F 1346 is being provided, please provide manufacturer data and testing certification information.
- Indicate any glazing (glass) that is within 5-ft of the water's edge of the pool and where the bottom edge of the glazing is less than 5-ft above the adjacent walking surface.
- Indicate any overhead electrical wires that pass over the pool location and the anticipated height above the water's surface.
- Indicate the location of the pool equipment. Mark on the site plan where heaters, pumps, filters, etc. are being installed. Provide dimensions from the equipment to the property lines.

The plans must indicate if the pool is heated. If heated, provide equipment information and a gas pipe plan.

If the pool is an in-ground pool, provide fully engineered drawings, stamped by a Colorado-licensed engineer along with a soils report. If the pool is cast against existing soil (gunite or shotcrete) or backfilled with existing soils, provide maximum fluid pressure.



Building Division  
4800 W. 92nd Avenue  
303-658-2075  
Email: [permits@westminsterco.gov](mailto:permits@westminsterco.gov)

### Swimming Pool Contract

The City of Westminster hereby agrees to issue a building permit to:

\_\_\_\_\_

for construction of a swimming pool at \_\_\_\_\_

subject to the following stipulations:

1. That the property owner(s) hereby admits that he/she is fully cognizant of the progressive schedule of water rates utilized by the City of Westminster and has been further advised that such rates may become increasingly more progressive with the passage of time.
2. That the property owner(s) hereby admits that he/she has been duly advised that, in the event of drought, scarcity or other situations requiring the City of Westminster to restrict, limit, or otherwise curtail the use of water, the use of water for the filling of swimming pools would constitute a use of the lowest priority in any system of allocation deemed necessary by the City of Westminster to remedy said situation.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Acknowledged By

NOTARY PUBLIC:

\_\_\_\_\_  
\_\_\_\_\_

My Commission Expires: \_\_\_\_\_  
Date